



Personnel and Administrative Policy and Procedure

SUBJECT: Professional Attire	EFFECTIVE DATE: July 1, 2006 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.44	CROSS REFERENCE:

Purpose: To ensure City employees present a professional well-groomed appearance consistent with their job assignment.

Scope: All employees.

Policy: Each employee in his or her position represents the City to the public; therefore, it is the obligation of every employee to be safe, courteous, friendly, efficient and professional in the performance of their duties, to treat all those encountered in the course of work with dignity and to present a professional well groomed appearance consistent with their job assignment.

Guidelines for Use: In all cases, employee appearance should be professional, neat and well groomed. Casual attire may be worn on Friday; however all the following apply at all times. Attire should be clean, neat and in good repair.

This includes:

- No frayed or faded jeans.
- Shorts are not considered appropriate attire.
- Footwear should be appropriate for the duties of the position. For example no open toed shoes if a person is moving heavy items, working in the field, or where an open toed shoe may otherwise not afford the protection necessary to safely perform the duties of the position.
- Shirts with messages (logos are permitted) are not acceptable.
- Public works personnel who are issued coveralls for specific duties are required to wear them when performing those tasks. Shirts must be worn at all times. Tank tops, “muscle” shirts or those with cut off arms are not appropriate.
- Safety clothing and footwear must be worn by those classifications that have been issued safety gear or have been provided an allowance for safety footwear.
- Employees who typically work in the public right-of-way area will be furnished orange T-shirts, which should be worn for this purpose.

Employees who are in doubt, or who have specific questions regarding personal appearance standards for their respective department/division should consult their supervisor prior to wearing attire that could be considered inappropriate for their classification or for the nature of the work performed.